

# City of Colfax Job Description

**TITLE: Janitor**

**DEPARTMENT:** Administration

**REPORTS TO:** City Administrator

**Pay:** Minimum Wage **Hours:** 5-8 a week

## **MAJOR FUNCTION AND PURPOSE:**

Performs custodial duties to include general building maintenance functions.

## **SUPERVISION RECEIVED:**

Serves under the direct supervision of the City Administrator

## **ESSENTIAL FUNCTIONS:**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

- Cleans and sweeps floors by machine
- Stocks needed materials and supplies
- Cleans and sanitizes rest rooms, dusts and vacuums rooms, moves equipment and furniture
- Collects and disposes of waste, shovels snow
- Performs some repairs and maintenance of city hall
- Setting up tables for meetings in City Council chambers
- Performs related work as required

## **MINIMUM QUALIFICATIONS:**

Ability to understand and carry out routine oral and written instructions, make routine decisions independently, sustain long periods of light to moderately heavy physical activity, and work harmoniously with others.

## **SKILLS/ABILITIES REQUIRED**

- Operate a mop and vacuum
- Clean rooms and stock supplies
- Organize furniture
- Basic repair work
- Proper safety techniques and procedures

## **WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, talk or hear; walk; and use hands to finger, handle, feel, or operate objects tools, or controls. The employee is regularly required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

## **Classification History**

Created: 4/8/2015

Grade: MIN

FLSA: Non-Exempt



Mike Rizzitiello-City Administrator

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G. Todd Vanek-Mayor